



**JFHQ, HUMAN RESOURCE OFFICE  
MARYLAND NATIONAL GUARD  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201-2288**  
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<b>VACANCY ANNOUNCEMENT NUMBER</b>	<b>#05-215</b>
<b>POSITION:</b>	<b>Contract Specialist, GS-1102-09/ 11, PD#: ENL - 70327, WO – 70257, O - 49557, Seq #: 11872</b> <b>SALARY: GS-09: \$43,365 to \$56,371</b> <b>GS-11: \$52,468 to \$68,209</b> (Steps 1-10) per annum and full range of benefits. Relocation expenses will not be paid.
<b>DUTY LOCATION:</b>	<b>USP&amp;FO for Maryland</b> <b>State Military Reservation</b> <b>301 Old Bay Lane</b> <b>Havre de Grace, Maryland 21078</b>
<b>OPEN PERIOD:</b>	<b>OPENING DATE: 22 September 2005</b> <b>CLOSING DATE: 6 October 2005 or until filled, but NLT 6 December 2005</b>  The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated.
<b>WHO MAY APPLY:</b>	This is a Maryland Army National Guard Excepted Service (Dual Status) Technician position open to current Commissioned Officers, Warrant Officers and Enlisted members of the Maryland Army National Guard and those eligible for membership.
<b>DUTIES:</b>	This position is responsible for a full range of contracting functions including pre-award and post-award activities for a variety of complex supply, service, construction, architect & engineering (A&E), automated data processing equipment (ADPE) contracts, and multiple award best value Task Order Contracts. It provides contracting services for all Army and Air National Guard (NG) locations throughout the State. Incumbent monitors federally funded contracts awarded through state contracting procedures to determine compliance with terms of the controlling Cooperative Funding Agreement. Functions as a Contracting Officer within designated contract authority. Incumbent performs duties necessary to accomplish contracting functions and provide for supplies and services in support of programs essential to state Army and Air National Guard daily operations, training, and readiness missions. Carries out the pre-award contracting process in establishing project objectives and time frames. Develops and obtains necessary coordination and approval of acquisition/contracting plans. Determines and/or recommends the appropriate contract type and applicable special provisions as they apply to the particular project requirements. During post-award process, conducts pre-construction/pre-performance conferences, coordinates work schedules, obtains and reviews bonding and proof of insurance to determine compliance with contractual requirements and reviews and approves or recommends approval of material submittals. Monitors contractor progress relating to the terms of the contract. Reviews and approves or disapproves progress payment requests from the contractor. Coordinates and resolves all labor matters relating to the contract. Reviews data provided by government engineers and inspectors to determine the appropriate response to contract changes. Develops appropriate documentation and negotiates changes to the contract. Obtains sufficient funding and reviews and signs modifications within designated contracting authority. As necessary, takes action to terminate a contract for convenience of the government or default by the contractor. Compiles all necessary documentation to support the recommendation in accordance with current procurement regulations. Subsequent to the termination notice, negotiates termination claim to effect an equitable adjustment. Serves as the focal point for processing and resolving ratification actions including preparation of contracting officer recommendations, obtaining legal review, obtaining invoices and statements of fact, and processing for payment. Provides technical guidance and assistance to other contract specialists and purchasing agents of lesser experience who may require guidance and counsel. Performs other duties as assigned.
<b>QUALIFICATIONS REQUIRED:</b>	<b>General Experience:</b> Experience, education, or training which provided opportunity for the applicant to gain; a knowledge of contracting and procurement practices and procedures; and skill in dealing with others in person-to-person work relationships.  <b>Specialized Experience GS-09:</b> Must possess <u>24 months</u> of the following experience: Experience, education or training which provided the candidate with the Knowledge, Skills and Abilities listed below.  <b>Specialized Experience GS-11:</b> Must possess <u>36 months</u> of the following experience: Experience, education or training which provided the candidate with the Knowledge, Skills and Abilities listed below.

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	<p><b><u>Other Requirements:</u></b> A Bachelor's degree from an accredited college or university AND at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.</p> <p><b>Applicants <u>must</u> submit either a "Student" or "Official" copy of their college transcript with their resume or application.</b></p> <p>For new entrants into the GS-1102 occupational series: Applicants must have completed a baccalaureate degree which included at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management.</p> <p>Applicants must also possess the following specialize experience: One year equivalent to at least the GS-09 level which has equipped the applicant with the particular knowledge, skills, and abilities (indicated below) to perform successfully the duties of the position to be filled.</p> <p>Applicants currently occupying a position in the GS-1102 occupational series must either possess three (3) full academic years of progressively higher-level graduate education or Ph.D or equivalent doctoral degree, or one year of experience equivalent to at least the GS-09 level which has equipped the applicant with the particular knowledge, skills, and abilities (indicated below) to perform successfully the duties of the position to be filled.</p> <p><b><u>Physical Effort:</u></b> Visits construction sites on a regular basis to check work progress, inspect for compliance with contract provisions, evaluate claims pertaining to changed site conditions, and resolve differences. Site visits require working around machines, moving equipment, and construction in progress, and involves walking, bending and climbing. Work requires the ability to handle heavy workload, extreme pressure, occasional long hours, and continual problems.</p> <p><b><u>Military Compatibility:</u></b> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: Enlisted MOS: 71, 42A, 42F, 42L, 44C, 92A, 92Y, 93Z; Warrant Officer Branch: Branch Immaterial – 01A; Officer Branch: Branch Immaterial – 01A</p>
<p><b>BASIS FOR RATING:</b></p>	<p><b><u>Substitution Of Education for Specialized Experience:</u></b> No educational substitution available for this position.</p> <p>APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.</p>
<p><b>KSA's (Knowledge, Skill, &amp; Ability)</b></p>	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <p><b><u>Knowledge, Skills, and Abilities (KSA's) GS-09:</u></b></p> <ul style="list-style-type: none"> <li>(a) Knowledge of federal contracting laws, Department of Defense (DOD), Army, NGB, and local purchasing and contracting regulations, directives, and procedures governing contracting activities;</li> <li>(b) Knowledge of sealed bidding procedures sufficient to develop contracts for a variety of supply, service and construction requirements;</li> <li>(c) Knowledge of specific contractual requirements, terms and conditions, and pricing provisions necessary to evaluate costs, to analyze effects of contractor change proposals, and to develop positions for negotiating fair and reasonable settlements;</li> <li>(d) Knowledge of technical, oral, and written communications skills;</li> <li>(e) Knowledge of and capability to perform market survey techniques; and</li> <li>(f) Knowledge of computers and computer applications as applied to contracting.</li> </ul>

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	<p><b><u>Knowledge, Skills, and Abilities (KSA's) GS-11:</u></b></p> <p>(a) Knowledge of Federal contracting laws, Department of Defense (DOD), Army, National Guard Bureau (NGB), and local purchasing and contracting regulations, directives, and procedures governing contracting activities;</p> <p>(b) Knowledge of sealed bidding procedures sufficient to develop contracts for a variety of supply, service and construction requirements;</p> <p>(c) Knowledge of specific contractual requirements, terms and conditions, and pricing provisions necessary to evaluate costs, to analyze effects of contractor change proposals, and to develop positions for negotiating fair and reasonable settlements;</p> <p>(d) Knowledge of technical, oral, and written communications skills,</p> <p>(e) Knowledge of and capability to perform market survey techniques;</p> <p>(f) Knowledge of computers and computer applications as applied to contracting;</p> <p>(g) Knowledge of supervisory theory, procedures, and techniques and personnel leadership, laws, directives, and practices sufficient to elicit the cooperation and effective effort of assigned personnel to accomplish the work of the organization.</p>
<p><b>HOW TO APPLY:</b></p>	<p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p><b>Complete, assemble, sign and send the following:</b></p> <ol style="list-style-type: none"> <li>(1) An OF 612, SF 171 or a Resume with the information requested on (HRO RESUME GUIDANCE for applying for Federal positions). MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>) and OF-510 (<i>Applying for Federal Employment</i>) can be reviewed for further reference.</li> <li>(2) Applicable Documentation requested in the Announcement.</li> <li>(3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, Rank, MOS/ AFSC and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her.</li> <li>(4) Federal Technicians (current and prior) need to supply highest previous grade and step.</li> <li>(5) You are allowed to email applications or resumes.</li> <li>(6) APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED.</li> </ol> <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p> <p><b><u>CONDITION OF EMPLOYMENT:</u></b></p> <p>As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-year trial period. This trial period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service.</p> <p><b><u>WAGE GRADE Employees:</u></b> Selectee(s) will be required to satisfactorily complete a Physical Examination prior to being assigned to this position. Upon notification of Selection, Selection package will be forwarded. Point of Contacts to schedule a Physical Examination for: <b>ARMY</b> is 1LT Sahid-Hicks (410) 436-6279; <b>AIR</b> MSgt Bloodworth (410) 918-6289.</p>
<p><b>INFORMATION FOR CURRENT OR FORMER MILITARY PERSONNEL:</b></p>	<p><b><u>MILITARY SERVICE (IF APPLICABLE):</u></b> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed and (f) current unit of assignment.</p> <p><b><u>CREDITING EXPERIENCE:</u></b> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.</p>

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**The Maryland National Guard is an Equal Opportunity employer.** Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements.

**Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.**